

Department	Name of Policy
Operations Department/Works	Use of Municipal Roads for Community & Other Activities

APPROVAL DATE: August 19, 1996

EFFECTIVE DATE:

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POLICY STATEMENT:

The following is the policy respecting the issuance of approvals for the use of Municipal Roads for social, recreational, community or athletic activities.

- (a) Whereas persons, groups or organizations are desirous of using the municipality's roads for social, recreational, community or athletic events, must make application to Town Council for approval of that use. Applicants will be required to complete the "Application for Roads Use for Special Events" attached to this policy.
- (b) Activities involving the use of the travelled portion of the road, whether or not the road is temporarily closed to traffic shall be subject to the approval of Town Council.
- (c) All road closures related to community or other events, except those of short duration, shall be accomplished by means of the appropriate by-law and public notification in accordance with the requirements of the Municipal Act, Section 207, Subsection 44, R.S.O. 1990, Chapter M.45.
- (d) All permits for the temporary occupation or use of a municipal road shall be conditional upon the applicant obtaining liability insurance in the amount indicated on the attached appendix to this policy.
- (e) All applicants must provide an insurance certificate naming the Town as an additional named insured, and hold the Town of Pelham harmless from any liability arising out of the use of municipal roads.

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- (f) The Town may request the applicant to provide a cash deposit sufficient to defray the estimated cost of signing, barricading, advertising or any other action required on the part of the Town in connection with the activity.
- (g) Where an applicant is unable to satisfy the requirements of this policy, exemption for such requirements must receive the approval of Town Council, which will consider each application on its own merits.
- (h) All applicants must obtain the approval and participation from the Niagara Regional Police for any event.
- (i) All applicants must obtain approval of the Regional Municipality of Niagara if the event will take place on a Regional Road.

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APPENDIX – SUMMARY OF GENERAL REQUIREMENTS
RESPECTING ACTIVITIES ON MUNICIPAL ROADS
Typical Social, Recreational, Community Events to be covered by this policy

<u>Events</u>	<u>Permit Required</u>	<u>Minimum Amount of Insurance Required (Millions)</u>	<u>Road Closing By-law Required</u>
Bed Races	Yes	\$1,000,000.00	Yes
Street Dances	Yes	\$1,000,000.00	Yes
Street Festivities	Yes	\$1,000,000.00	Yes
Filming	Yes	\$1,000,000.00	*
Runs	Yes	\$1,000,000.00	*
Bicycle Races	Yes	\$1,000,000.00	*
Walk-A-Thon			
– Sidewalk Only	No	*	*
– On Road	Yes	\$1,000,000.00	Yes
Parades	Yes	\$1,000,000.00	Yes
Processions	Yes	\$1,000,000.00	*
Circus	Yes	\$1,000,000.00	Yes
Sidewalk Sales	Yes	\$1,000,000.00	*

*NOTE:

1. To be determined on an individual basis.
2. Insurance may not be required if proposed activity will not take place on travelled road or be contrary to any by-law or regulation.
3. Running or walking events may not require insurance if they take place off travelled road.

APPLICATION FOR ROAD USE FOR SPECIAL EVENTS

NAME OF EVENT
SPONSORING ORGANIZATION
APPLICANTS NAME
MAILING ADDRESS
TELEPHONE NO.

TYPE OF SPECIAL EVENT

☐ PARADE ☐ BICYCLE RACE ☐ WALK-A-THON ☐ PROCESSION ☐ FILMING
☐ STREET FESTIVITIES ☐ RUNNING EVENT ☐ SIDEWALK SALE
☐ OTHER (Specify)

ROUTE:
.....
.....

DATE OF EVENT:..... SCHEDULED START..... FINISH.....

NUMBER OF PARTICIPANTS:.....

REGIONAL MUNICIPALITY'S CONTACT REPRESENTATIVE

NIAGARA REGIONAL POLICE REPRESENTATIVE

I/WE HEREBY AGREE TO THE FOLLOWING CONDITIONS:

1. To save the Municipality of the Town of Pelham harmless from any and all claims and/or damages arising out of this road closing and to provide any bond or insurance which may be required in this regard.
2. To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.

Applicant's signature

Date of application

THIS SECTION TO BE FILLED IN BY THE TOWN OF PELHAM

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|--|--------|
| 1. ROAD CLOSING BY-LAW REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE SUBMITTED TO OPERATIONS:
EXPECTED DATE OF COUNCIL APPROVAL (if required) | |
| 2. CERTIFICATE OF PUBLIC LIABILITY INSURANCE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO | AMOUNT |
| 3. TRAFFIC CONTROL SIGNING TO BE PROVIDED BY AREA MUNICIPALITY <input type="checkbox"/>
DETOUR TO BE PROVIDED BY TOWN OF PELHAM <input type="checkbox"/> | |
| DEPOSIT AMOUNT: \$ | |